**Program Approval Form**

For approval of new programs and deletions or modifications to an existing program.

**Action Requested:**
- [ ] Create New (SCHEV approval required except for minors)
- [ ] Inactivate Existing
- [X] Modify Existing (check ALL that apply)
  - Title (SCHEV approval required except for minors)
  - Concentration (Choose one): [ ] Add [ ] Delete [ ] Modify
  - Degree Requirements
  - Admission Standards/Application Requirements
  - Other Changes:

**Type (Check one):**
- [ ] B.A.
- [ ] B.S.
- [ ] Minor (req. C3 approval)
- [ ] M.A.
- [ ] M.S.
- [ ] M.Ed.
- [X] Ph.D.
- Undergraduate Certificate* (req. C3 approval)
- Graduate Certificate*
- Bachelor's/Accelerated Master's [ ] Other:

**College/School:**
| CHSS |

**Department:**
| Higher Education |

**Submitted by:**
| Jill Bowen |

**Ext:**
| 3-8721 |

**Email:**
| Jbowen4 |

**Effective Term:**
| Fall 2016 |

Please note: For students to be admitted to a new degree, minor, certificate or concentration, the program must be fully approved, entered into Banner, and published in the University Catalog.

**Justification:** (attach separate document if necessary)
- Modify dissertation section from 12 to 15 credits. Require minimum of 3 credits each of 998 and 999.

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<th>Program Title: (Required)</th>
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<td>Title must identify subject matter. Do not include name of college/school/ dept.</td>
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**Concentration(s):**
- Admissions Standards/Application Requirements: (Required only if different from those listed in the University Catalog)
- Degree Requirements:
  - Consult University Catalog for models. Attach separate document if necessary using track changes for modifications

**Courses offered via distance:**
- (if applicable)

**TOTAL CREDITS REQUIRED:**

**Existing**

| Higher Ed, PhD |

**New/Modified**

| See attached. 15 credits of dissertation required with a minimum of 3 credits of HE 998 and HE 999. |

**Approval Signatures**

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**Provost's Office**

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Required for Minors and Interdisciplinary Programs

If this program may impact another unit or is in collaboration with another unit at Mason, the originating department must circulate this proposal for review by those units and obtain the necessary signatures prior to submission. Failure to do so will delay action on this proposal.

**For Minors and UG Certificates only (Cross-College Curriculum Committee Approval)**

C3 Committee Member

| Provost Office |

For Graduate Programs Only

| Graduate Council Member |

| Provost Office |

| Graduate Council Approval Date |

**For Registrar Office's Use Only:** Received [ ] Banner [ ] Catalog revised 7/1/15
Dissertation Research (15 credits)

To enroll in HE 998 - Doctoral Dissertation Proposal, students must have a dissertation chair. Once students enroll in 998, students are required to form a dissertation committee consisting of three faculty with one designated as a chair. At least one member of the committee must be from the Higher Education Program unit. Students must also have two additional members with graduate faculty status who could be from another department or college at George Mason University.

The dissertation should use theoretical and social science or humanities methods to address a problem within higher education research, teaching, and practice that is framed by the empirical literature. The dissertation process begins after the student has successfully completed all required 48 credit hours and successfully completed three portfolio reviews.

Once enrolled in 998, students in this degree program must maintain continuous registration in 998 or 999 each semester (excluding summers) until the dissertation is submitted to and accepted by the University Libraries. Once enrolled in 999, students must follow the university's continuous registration policy as specified in the Academic Policies section of the catalog. Students who defend in the summer must be registered for at least 1 credit of 999.

Students complete a minimum of 3 credits of 998 and a minimum of 3 credits of 999. They must apply a minimum of 15 dissertation credits (998 and 999 combined) to the degree. Because of the continuous registration policy, students may be required to register for additional credits of these courses.

- HE 998 - Doctoral Dissertation Proposal Credits: 1-3
- HE 999 - Doctoral Dissertation Credits: 1-12